

## CHAPTER XV

### "FOR OFFICIAL USE ONLY" INFORMATION

#### SECTION 1

##### GENERAL PROVISIONS

##### 15-100 BASIC POLICY

THIS CHAPTER IMPLEMENTS DOD 5400. 7-R (REFERENCE (YYY) ) AND PROVIDES POLICY AND PROCEDURES FOR THE MARKING , CONTROL AND PROTECTION OF INFORMATION OTHER THAN CLASSIFIED INFORMATION THAT PROPERLY MAY BE WITHHELD FROM PUBLIC DISCLOSURE UNDER THE FREEDOM OF INFORMATION ACT, 5 U.S. C . 552, REFERENCE (ZZZ) AS AMENDED.

a. UNCLASSIFIED RECORDS AND DOCUMENTS AUTHORIZED BY EXEMPTIONS 2 THROUGH 9 OF **DOD** DIRECTIVE 5400.7 (REFERENCE (P)) TO BE WITHHELD FROM GENERAL PUBLIC DISCLOSURE , AND WHICH FOR A **SIGNIFICANT** AND LEGITIMATE U.S. GOVERNMENT PURPOSE SHOULD NOT BE GIVEN **GENERAL** CIRCULATION, SHALL BE MARKED "FOR OFFICIAL USE ONLY" AT THE TIME OF THEIR CREATION.

b. THE PRESENCE OR ABSENCE OF THE MARKING "FOR OFFICIAL USE ONLY" DOES NOT ELIMINATE THE REQUIREMENT THAT EVERY DOCUMENT SHALL BE REVIEWED IN CONNECTION WITH A DETERMINATION AS TO ITS RELEASEABILITY .

##### 15-101 LIMITATIONS AND RESTRICTIONS

a. THE MARKING "FOR OFFICIAL USE ONLY" SHALL NOT BE APPLIED AS A LESS **STRINGENT** SECURITY DESIGNATION UNDER CONDITIONS WHERE CLASSIFICATION UNDER CHAPTER II ABOVE OF THIS INSTRUCTION IS NOT WARRANTED.

b. THE MARKING MAY BE APPLIED TO INFORMATION OR MATERIAL THAT HAS BEEN DECLASSIFIED IN ACCORDANCE WITH CHAPTER III, ABOVE, OF THIS INSTRUCTION.

c. INFORMATION CONTAINED IN A TECHNICAL DOCUMENT THAT REQUIRES A **DISTRIBUTION** STATEMENT UNDER DOD DIRECTIVE 5230.24 (REFERENCE (AAAA) ) SHALL BEAR THAT STATEMENT AND NOT BE MARKED "FOR OFFICIAL USE ONLY. "

d. THE MARKING "FOR OFFICIAL USE ONLY" SHALL NOT BE USED AS A SUBSTITUTE FOR OR TRANSLATION OF THE FOREIGN GOVERNMENT CLASSIFICATION OF "RESTRICTED. "

#### SECTION 2

##### MARKING

##### 15-200 RESPONSIBILITY

THE INDIVIDUAL ORIGINATING , APPROVING, OR SIGNING THE MATERIAL IS RESPONSIBLE FOR MARKING A DOCUMENT THAT IS DETERMINED TO BE "FOR OFFICIAL USE ONLY. "

#### 15-201 DOCUMENTS

a. THE MARKING "FOR OFFICIAL USE ONLY" SHALL BE TYPED, STAMPED, OR PRINTED IN **BOLD** LETTERS AT THE BOTTOM OF THE FRONT COVER (IF ANY); THE FIRST AND BACK PAGE ; AND THE OUTSIDE OF THE BACK COVER (IF ANY). **THE** ABBREVIATION "FOUO" SHALL NOT BE USED.

b. FOR DOCUMENTS CONTAINING BOTH CLASSIFIED AND "FOR OFFICIAL USE ONLY" INFORMATION , OVERALL DOCUMENT AND PAGE MARKING SHALL BE IN ACCORDANCE WITH PARAGRAPH 4-200, ABOVE.

#### 15-202 TRANSMITTAL LETTERS , ENDORSEMENTS, ETC.

UNCLASSIFIED PAPERS FORWARDING "FOR OFFICIAL USE ONLY" ENCLOSURES , SHALL BE MARKED IN ACCORDANCE WITH PARAGRAPH 15-201 A. , ABOVE . IF THE FORWARDING PAPER DOES NOT CONTAIN "FOR OFFICIAL USE ONLY" INFORMATION , IT SHALL BE MARKED WITH A NOTATION STATING THAT THE PROTECTION MARKING IS CANCELED WHEN THE ENCLOSURE (S) ARE REMOVED .

#### 15-203 PARAGRAPHS

a WHEN NECESSARY TO ENSURE PROPER UNDERSTANDING OR AS A MEANS OF **FACILITATING** " SEGREGATION OF NON-RELEASABLE INFORMATION IN A LENGTHY RECORD , INDIVIDUAL PARAGRAPHS , SECTIONS, OR PORTIONS SHALL **BE** MARKED. THE ABBREVIATED MARKING "FOUO" MAY BE USED FOR THIS PURPOSE.

b." IN CLASSIFIED DOCUMENTS, **THE** MARKING "FOUO" SHALL BE APPLIED ONLY TO THOSE PARAGRAPHS CONTAINING "FOR OFFICIAL USE ONLY" INFORMATION , BUT NOT CONTAINING CLASSIFIED INFORMATION .

#### 15-204 WORKING PAPERS

UNCLASSIFIED WORKING PAPERS , NOTES, PRELIMINARY DRAFTS, CONTAINING INFORMATION PROTECTED FROM RELEASE SHALL BE MARKED "FOR OFFICIAL USE ONLY. "

#### 15-205 MATERIAL OTHER THAN DOCUMENTS

UNCLASSIFIED MATERIAL OTHER THAN DOCUMENTS CONTAINING "FOR OFFICIAL USE ONLY" INFORMATION SHALL BE MARKED TO CALL ATTENTION TO THE TYPE OF INFORMATION.

#### 15-206 DOCUMENTS OR MATERIAL TRANSMITTED OUTSIDE OF THE DEPARTMENT OF DEFENSE

DOCUMENTS OR MATERIAL TRANSMITTED OUTSIDE THE DEPARTMENT OF DEFENSE SHALL BE STAMPED OR TYPED WITH THE FOLLOWING STATEMENT ON THE FACE OF THE DOCUMENT OR MATERIAL: "THIS **DOCUMENT** CONTAINS INFORMATION EXEMPT FROM MANDATORY DISCLOSURE UNDER FOIA . EXEMPTIONS (INSERT PROPER NUMBERS FROM DOD DIRECTIVE 5400.7, CHAPTER II 1, (REFERENCE (P)) APPLY. "

## SECTION 3

### DISSEMINATION AND TRANSMISSION

#### 15-300 GENERAL

THE PROVISIONS OF THIS SECTION ARE SUBJECT TO ADDITIONAL RESTRICTIONS THAT MAY BE IMPOSED BY EXECUTIVE ORDER, STATUTORY REQUIREMENTS, DIRECTIVES, AND REGULATIONS GOVERNING THE RELEASE OF SPECIFIC TYPES OF INFORMATION SUCH AS TECHNICAL MATERIAL , PERSONNEL RECORDS, OR MEDICAL RECORDS.

#### 15-301 PUBLIC RELEASE

PUBLIC RELEASE OF "FOR OFFICIAL USE ONLY" INFORMATION SHALL BE IN ACCORDANCE WITH DOD 5220. 22-M (REFERENCE (K)).

#### 15-302 RELEASE TO CONGRESS AND GAO

a. ~~RELEASE~~ OF "~~FOR~~ OFFICIAL USE 'ONLY" INFORMATION TO CONGRESS IS GOVERNED BY **DOD DIRECTIVE** 5400.4 (REFERENCE (RR)). RELEASE OF "FOR OFFICIAL USE ONLY" INFORMATION TO **THE** GENERAL ACCOUNTING OFFICE (GAO) IS GOVERNED BY DOD DIRECTIVE 7650.1 (REFERENCE (SS) ) .

b. THE MARKING "FOR OFFICIAL USE ONLY" SHALL EITHER BE REMOVED, IF A REVIEW OF THE MATERIAL DETERMINES THAT **THE** INFORMATION NO LONGER REQUIRES THE MARKING, OR THE STATEMENT IN PARAGRAPH 15-206, ABOVE, SHALL BE STAMPED OR TYPED ON THE DOCUMENT .

#### 15-303 RELEASE WITHIN THE DEPARTMENT OF DEFENSE

THIS INSTRUCTION DOES NOT PLACE ANY RESTRICTIONS ON THE DISSEMINATION AND USE OF UNCLASSIFIED RECORDS OR DOCUMENTS CONSIDERED TO BE "FOR OFFICIAL USE ONLY" BETWEEN COMPONENTS AND INDIVIDUALS OF THE DEPARTMENT OF DEFENSE AND DOD CONTRACTORS AND GRANTEEES WHEN CONDUCTING OFFICIAL BUSINESS FOR THE DEPARTMENT OF DEFENSE. "FOR OFFICIAL USE ONLY" RECORDS OR DOCUMENTS SHALL BE MARKED AND HANDLED IN A MANNER AS TO PRECLUDE DISCLOSURE OF THE MATERIAL TO THE PUBLIC.

#### 15-304 RELEASE TO OTHER FEDERAL DEPARTMENTS AND AGENCIES

EACH HOLDER OF "FOR OFFICIAL USE ONLY" INFORMATION IS AUTHORIZED TO DISCLOSE SUCH INFORMATION TO OFFICIALS IN OTHER DEPARTMENTS AND AGENCIES OF THE EXECUTIVE AND JUDICIAL BRANCHES WHEN IT IS DETERMINED THAT INFORMATION IS REQUIRED TO CARRY OUT A GOVERNMENTAL FUNCTION, IF THAT RELEASE OF THE INFORMATION IS NOT PROHIBITED UNDER THE PRIVACY ACT.

#### 15-305 TRANSMISSION

"FOR OFFICIAL USE ONLY" INFORMATION SHALL BE PROTECTED FROM UNAUTHORIZED DISCLOSURE THROUGHOUT ITS PERIOD OF TRANSIT. COVER SHEETS, SEALED ENVELOPES, BRIEFCASES , ETC. , SHALL BE USED AS NECESSARY TO ENSURE THE PROTECTION OF THE **INFORMATION.**

## 15-306 MAIL

FIRST **CLASS** MAIL AND ORDINARY PARCEL POST MAY BE USED FOR TRANSMISSION. THE MATERIAL SHALL BE **PLACED** IN A SINGLE SEALED ENVELOPE OR SEALED SINGLE WRAPPING FOR TRANSMISSION . TRANSPARENT ENVELOPES OR **WRAPPING** MATERIAL, SUCH **AS "SHOTGUN"** ENVELOPES OR HEAT **SEALED** PLASTIC CONTAINERS, WHICH MIGHT **REVEAL** THE CONTENTS , SHALL NOT BE USED. THE MARKING "FOR OFFICIAL USE ONLY" SHALL NOT BE PLACED ON THE ENVELOPE OR WRAPPING. BULKY SHIPMENTS , WHICH QUALIFY UNDER POSTAL REGULATIONS , MAY BE SENT BY FOURTH CLASS MAIL.

## 15-307 RECEIPTS

"FOR OFFICIAL USE ONLY" INFORMATION SHALL NOT BE COVERED BY A RECEIPT.

### SECTION 4

#### SAFEGUARDING

## 15-401 RESPONSIBILITY

THE SAFEGUARDING "FOR OFFICIAL USE ONLY" .INFORMATION RESTS WITH ALL INDIVIDUALS HANDLING , **IN** POSSESSION OF, OR WITH KNOWLEDGE OF SUCH INFORMATION.

## 15-402 SAFEGUARDING DURING USE

WHILE IN USE, DOCUMENTS SHALL NOT BE LEFT UNATTENDED, BUT SHALL BE IN THE PHYSICAL POSSESSION OR UNDER SURVEILLANCE OF AN AUTHORIZED PERSON AT ALL TIMES.

## 15-403 STORAGE

DOCUMENTS SHALL BE STORED TO PRECLUDE UNAUTHORIZED ACCESS. FILING SUCH MATERIAL IN UNLOCKED FILES, DESKS OR SIMILAR CONTAINERS IS ADEQUATE IN ALARMED AREAS OR AREAS PATROLLED BY GSA OR CONTRACT GUARDS AFTER DUTY HOURS. IN OTHER AREAS , THE MATERIAL SHALL BE SECURED BEHIND **LOCKED** DOORS OR IN **LOCKED** CONTAINERS, INCLUDING SECURITY CONTAINERS . CONTAINERS AUTHORIZED FOR STORAGE OF CLASSIFIED MATERIAL SHALL NOT BE REQUISITIONED SOLELY FOR MAINTAINING "FOR OFFICIAL USE ONLY" MATERIAL .

### SECTION 5

#### DISPOSITION AND DESTRUCTION

## 15-500 TERMINATION, DISPOSAL , AND UNAUTHORIZED DISCLOSURES

**a. THE** ORIGINATOR, OR HIGHER AUTHORITY, SHALL TERMINATE THE "FOR OFFICIAL USE ONLY" MARKING WHEN THE INFORMATION NO LONGER REQUIRES PROTECTION FROM DISCLOSURE . ALL KNOWN HOLDERS SHALL BE NOTIFIED, AS PRACTICAL, **AND** THE MARKING SHALL BE EFFACED OR REMOVED.

**b.** EXCEPT **AS** REQUIRED BY PARAGRAPH 15-202, BELOW, "FOR OFFICIAL USE ONLY" INFORMATION SHALL NOT BE MARKED WITH A DATE OR EVENT FOR REMOVAL OF THE PROTECTIVE MARKING .

15-501 DISPOSAL

a . "FOR OFFICIAL USE ONLY" INFORMATION SHALL BE DESTROYED WHEN IT IS NO LONGER NEEDED **FOR** OFFICIAL PURPOSES.

b. "FOR OFFICIAL USE ONLY" INFORMATION SHALL BE DESTROYED BY TEARING THE **RECORD** OR DOCUMENT INTO PIECES TO PREVENT DISCLOSURE OF THE CONTENTS AND PLACING THEM IN REGULAR TRASH CONTAINERS. RECORDS OF DESTRUCTION ARE NOT REQUIRED.

c. "FOR OFFICIAL USE ONLY" MATERIAL , OTHER THAN DOCUMENTS, SHALL BE **DESTROYED** BY BURNING IN THE PENTAGON DESTRUCTION FACILITY.

15-502 UNAUTHORIZED DISCLOSURE

IF AN UNAUTHORIZED DISCLOSURE OCCURS, THE PROCEDURES IN CHAPTER VI, ABOVE, SHALL BE FOLLOWED BY THE DISCOVERER, HEAD OF OSD COMPONENT, AND PSD . UN-AUTHORIZED DISCLOSURE OF "FOR OFFICIAL USE ONLY" INFORMATION THAT IS PROTECTED BY THE PRIVACY ACT **MAY** RESULT IN **CRIMINAL** SANCTIONS AGAINST THE RESPONSIBLE PERSONS . "